

Message

From: Nassif, Julianne (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=JULIANNE.NASSIF]
Sent: 1/10/2011 10:05:07 PM
To: Hanchett, James (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=James.Hanchett]
Subject: FW: DPH Staff - Move

Jim,
Can you clarify – is 222 your room? Scroll down to better understand.
Thanks, Julie

From: Connolly, Grace (DPH)
Sent: Monday, January 10, 2011 5:03 PM
To: Nassif, Julianne (DPH)
Subject: RE: DPH Staff - Move

Hmh, I wonder if they'd mind storing excess furniture? Can you maybe ask Jim if that's his storeroom?

From: Nassif, Julianne (DPH)
Sent: Monday, January 10, 2011 4:52 PM
To: Connolly, Grace (DPH)
Subject: RE: DPH Staff - Move

I am not sure if I am looking at the final version of the plans as they are not dated but 222 is Environmental Sciences (UMASS) space

From: Connolly, Grace (DPH)
Sent: Monday, January 10, 2011 4:46 PM
To: Nassif, Julianne (DPH)
Subject: FW: DPH Staff - Move

Is this your room that she's referencing? I don't have the plans with me.

Ying finished her review and passed along the B&W forms for Debbie's signature and I'll f/u with her.

From: English, Beth (DPH)
Sent: Monday, January 10, 2011 4:30 PM
To: Calvagna, Patricia (DPH); Connolly, Grace (DPH); Condon, Suzanne (DPH); Dunn, Ceci (DPH)
Cc: Foley, Kim (DPH); Majewski, Christine (DPH)
Subject: RE: DPH Staff - Move

Hi,
Can either the file cabinet or the metal storage cabinet go in the Food and Drug 'boxed storage' in 222A? I'm not familiar with your program and who may have access to what, but that boxed storage room is directly off

of 222, the room that Chris will be in until her permanent space is available. There's room for either her file cabinet or metal supply cabinet in 222, but it will be a tight squeeze for both of those with the other Immunization Program furniture, so if either (presumably the one she uses least) could go in 222A that would be helpful.

I'll send Burt an email now regarding storing the oak lab cabinet.

Thanks again for your help,

Beth

Beth English

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From: Calvagna, Patricia (DPH)

Sent: Monday, January 10, 2011 4:21 PM

To: English, Beth (DPH); Connolly, Grace (DPH); Condon, Suzanne (DPH); Dunn, Ceci (DPH)

Cc: Foley, Kim (DPH); Majewski, Christine (DPH)

Subject: RE: DPH Staff - Move

Hi Beth – Kim and I just got off the phone with Chris Majewski. Chris will be in the Amherst office on Wednesday. She will mark the furniture that can go to surplus.

I apologize but I had forgotten about her file cabinet. She needs the file cabinet with her.

She will clean out the oak lab cabinet and store the contents in bankers boxes however, she would like to keep it. We will take you up on your offer to get in touch with Burt Ewart to see if he can find temporary storage for it and its contents. Chris also needs the metal storage cabinet as it has forms and supplies stored in it. It can be moved to another room but she needs access to it.

Thanks for your help,

Patti

From: English, Beth (DPH)

Sent: Monday, January 10, 2011 12:47 PM

To: Connolly, Grace (DPH); Calvagna, Patricia (DPH); Condon, Suzanne (DPH); Dunn, Ceci (DPH)

Cc: Foley, Kim (DPH)

Subject: RE: DPH Staff - Move

Hi,

The temporary space for Chris in room 222 can accommodate a desk, chair, and Chris' small supply cabinet. The large Oak 'lab' cabinet is too large for the space with the rest of the furniture that is designated for room 222. Stephen Lobik suggested that we contact Burt Ewart to see if there might be capacity to store additional furniture – I can follow up on that or forward Burt's contact info if you'd like.

My understanding is that Chris also has a file cabinet that she is using – is it possible that the file cabinet can go in the 'boxed storage space' designated for food and drug – room 222A?

If there is no other need for it, the extra desk and chair could go to surplus.

Thank you,

Beth

Beth English

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From: Connolly, Grace (DPH)
Sent: Monday, January 10, 2011 12:39 PM
To: Calvagna, Patricia (DPH); Condon, Suzanne (DPH); Dunn, Ceci (DPH)
Cc: English, Beth (DPH); Foley, Kim (DPH)
Subject: RE: DPH Staff - Move

She needs something to work with now since the 4th floor won't be done for a while and I'm not sure how much space she'll have. Can she identify a desk, chair and cabinet to use now and put the rest in storage and decide its fate once we have more info?

From: Calvagna, Patricia (DPH)
Sent: Monday, January 10, 2011 12:27 PM
To: Connolly, Grace (DPH); Condon, Suzanne (DPH); Dunn, Ceci (DPH)
Cc: English, Beth (DPH); Foley, Kim (DPH)
Subject: RE: DPH Staff - Move

All - We need to know how much space is going to be allocated to Chris and will it be modular. I know that she is going to want to take either the supply cabinet or the lab cabinet with her. At the present time there are two desks, three chairs, one lab and one metal storage cabinet.

Patti and Kim

From: Connolly, Grace (DPH)
Sent: Monday, January 10, 2011 12:09 PM
To: Condon, Suzanne (DPH); Dunn, Ceci (DPH); Calvagna, Patricia (DPH)
Cc: English, Beth (DPH); Foley, Kim (DPH)
Subject: RE: DPH Staff - Move

The space on the 4th floor will be labeled as a "Community Conference Room" but there's no current need for such. By having Chris sit on the 4th floor we're able to establish a footprint up there and give her very nice space at the same time. We may want add a conference room table at some point but that would be contingent on funding and as we all know, we don't have any for the foreseeable future (think years away). Chris will need some furniture to use in the interim period and UMass can surplus the rest once they know what to keep for now. Thanks.

From: Condon, Suzanne (DPH)
Sent: Monday, January 10, 2011 11:45 AM
To: Dunn, Ceci (DPH); Calvagna, Patricia (DPH)
Cc: Connolly, Grace (DPH); English, Beth (DPH); Foley, Kim (DPH)
Subject: RE: DPH Staff - Move

Hi Ceci-thanks for the email. I have copied Kim Foley, the Acting Director of the Food Protection program so she is in the loop and can discuss with Chris. I had previously worked w/ Priscilla Neves (former FPP Director) and Grace on this. My understanding was that the new space would have modular furniture so a lot of what Chris had would not be needed-correct? Also is the reference to a conf room on the 4th floor what the space was formerly used for (i.e. Chris won't be sitting in a room where meetings are taking place while she is working-right)? If you can let us know more about these questions and timing Kim can follow up w/ Chris-thanks again for your help.

From: Dunn, Ceci (DPH)
Sent: Monday, January 10, 2011 11:01 AM
To: Condon, Suzanne (DPH); Calvagna, Patricia (DPH)
Cc: Connolly, Grace (DPH); English, Beth (DPH)
Subject: FW: DPH Staff - Move

Patti and Suzanne –

Grace gave me your name as contacts regarding space issues for the Amherst UMASS space. My understanding is your staff member (Chris) will be temporarily "bunking" with the immunization program on the 2nd floor of the space until her space on the fourth floor is ready, which could be several months from now. When she moves, she will be co-located within a conference room on the 4th floor.

At the moment, she has quite a lot of bulky furniture with her, and we are looking for your help in determining what she will be ultimately taking with her (and therefore should be stored) and what furniture she won't be taking to the new space and should therefore be recycled. I don't know to what extent Chris has been informed of her new office location, so I don't want to step on any toes by contacting her directly. If you would like me to do that, I would be happy to.

Thank you very much!

Ceci

Ceci Dunn

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[REDACTED] (Tuesday afternoons, Wednesday mornings)
(all other times)

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From: Lobik Stephen [mailto:slobik@facil.umass.edu]

Sent: Friday, January 07, 2011 10:22 AM

To: English, Beth (DPH)

Cc: Dunn, Ceci (DPH); Ewart Burt; Lett, Susan (DPH)

Subject: RE: DPH Staff - Move

Beth,

My understanding is Chris will be given space within the new conference room being built for DPH staff up on the 4th floor. Burt can expand on this. Your list of furniture in 222 seems to be fairly accurate. Again if any of that furniture is not needed I can arrange for it to be recycled to free up space. It is not my call but I cannot see all that furniture being relocated into an active conference room. Please let me know if there is anything I can do.

Thanks,

Stephen

Stephen Lobik
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From: English, Beth (DPH) [mailto:Beth.English@state.ma.us]

Sent: Friday, January 07, 2011 10:18 AM

To: Lobik Stephen

Cc: Dunn, Ceci (DPH); Ewart Burt; Lett, Susan (DPH)

Subject: RE: DPH Staff - Move

Hi Stephen,

My understanding is that Chris has a lot of large furniture currently in room 222. Our staff has furniture that needs to be moved into this room; a lunch table and chairs, file cabinet, supply cabinet, etc. As this is a temporary space for Chris it will not be possible to accommodate all of her furniture that is currently in the room. My understanding is that she has:

2 desks
2 chairs
supply cabinet
5 drawer filing cabinet
Large Oak lab cabinet

I do not know what the plan is for Chris' workspace upstairs, but if the intention is that she will be moving all of this into her new space, is there somewhere that this furniture can be stored until her space is ready? She can keep what she needs to perform her day to day duties in room 222 – I would imagine a desk and chair and one of the cabinets should be sufficient – but as our staff is moving into a much smaller space it will not be possible for all of Chris' furniture to stay and accommodate the Immunization staff's needs.

Thanks,
Beth

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